

THRIPLow PARISH COUNCIL

Minutes of a Parish Council meeting held on Monday 8th March 2021 via Zoom at 7.30 pm.

Present:

Chairman: Mark Brogan

Councillors: David Easthope, Jane Gough, Kit Jackson, Charlotte Kirby, Luigi Murton, Carly Richman,
David Schneider, Terry Smith

District Cllr: Richard Williams

County Cllr. Peter McDonald (part time)

Taking minutes: Pat Easthope

Others: Rowan Pashley

Action

1. **Apologies for Absence:** Sue Meehan (parish clerk)

2. **Minutes of the Parish Council meeting held on 11 January 2021**

The minutes, having previously been distributed, were agreed and will be signed by the chairman.

3. **Matters Arising from above minutes not otherwise covered by the agenda**

a) Request for archaeological research with metal detector on parish land

This request was received on 17.1.21 from archaeologists Henrietta Longden and Neal Mason from Pepperslade. Cllr Kirby queried whether they needed insurance, Cllr Gough believed the research would be recreational. It was agreed that the clerk should confirm to them that the P C had no objections, however, if they wished to search on parish council land they should inform the parish council when and where they wished to search beforehand. They should also make good after any digging. Clerk

Post Meeting Note: The email requesting permission stated that they will have full public liability insurance in place.

b) Request to turn old BT telephone box into a community lending library

Request was from Linda Rusk from Sheralds Croft Lane who would like to use the phone box for a book swap library. She would like it to start operating when lockdown is lifted but in the meantime would like to start preparations (e.g. shelving). Linda said she is also happy to oversee the future upkeep etc.

It was agreed that the clerk should reply, thanking Linda for her initiative and stating that the parish council are happy for her to go ahead. The reply should also mention that the parish council reserve the right to rescind this permission should future circumstances require this use to cease. Clerk

Cllr Easthope said that the box is starting to look faded and the council should bear in mind that the exterior will need repainting in the not too distant future.

c) Request from Thriplow School for litter picking equipment

An email from Karen Gilmour (year 6 teacher) explained that the school is working with Eco Schools on their environmental credentials. They currently hold a silver award and are working towards gold. They feel that litter picking would be a good way to involve the children in the community. Cllr Gough said that they needed £160 to buy the necessary equipment, litter pickers, bin bags, hoops, etc. and that she thought the school would be able to find room to store the equipment.

It was agreed to donate £160 – clerk to respond to the request. Clerk

d) Pop-up take away food outlets in village hall car park.

Following a previous request for a fish & chip van to visit Thriplow weekly/fortnightly there is now a different food vendor every week using the village hall car park. This is now bringing in a small amount of revenue for the village hall while it is closed. There have been no reported problems with the arrangements and no rubbish problems. The Green Man pub trade won't be affected. It has been confirmed that the mobile food vending will cease as soon as lockdown is over.

4. **Updates**

a) Defibrillator installation at Heathfield

Cllr Jackson said that everything is now ready and just waiting for installation. When this has been done he will need to work with Cllr Schneider to set up a support system, organise training, etc. KJ/DS

b) LH Grant application – 20mph speed limit through village

Cllr Easthope said that there was no more to report since the last meeting. It was agreed that in order to consult with residents Cllr Easthope will prepare a short report which could be delivered via email and/or by hand when notice of the date of the Annual Parish Meeting is publicised. DE

Cllr Kirby has prepared a letter which she has asked the clerk to send to the school asking whether the children would like to design "slow down" signs. One sign would be chosen from each year group to be displayed in the village.

- c) Heathfield Open Space (r/o Pepperslade & Kingsway)
Cllr Schneider reported that the bins and signs are still to be done. He has sent the order forms to the clerk but the suppliers have no stock at present.
- d) Parish Website
The clerk had circulated an update. Some old and out of date documents have been removed and new documents and photographs added. There was a request for some new photos to be included in the rolling banner. These will be put together by Carol Deed for Thriplow and the clerk for Heathfield. Clerk
- e) Parking on the junction of The Green & Fowlmere Road
Cllr Easthope read out the latest email from John Obrien, the Local Highway Officer, which stated:-
"Sorry for the delay, I have asked for all the give way lining to be refreshed and the edge lining to be done, so because of the expense it is being done in the new financial year end of March, I hope this meets your requirements, so sorry for the wait."
Cllr Kirby said that she has prepared an initial enquiry PFI form for the Heathfield works and included the Thriplow lining. In the light of the above email it was agreed that the Thriplow lining should be omitted from the PFI if a formal application is made.

5. Health & Safety

- a) Cllr Schneider had circulated a very comprehensive report including many photos. A summary of items that need addressing are:-
Heathfield:- Moss & round-up treatment around Heathfield; entrance roundabout to be re-coated; traffic sign to be turned round; broken cover on bus timetable board; tidy up Ringstone POS, jetwash play equipment, bird spikes/reflective tape to be added to swings, weed & feed; clear salt bins of rubbish & break up salt (quote for hand shovels needed); get quote for 2 bollards for Pepperslade; remove bulk bags from site on Pepperslade road, on HOS re-seed areas, get quote for bike stand, repair gate at Pepperslade end; report broken sign on public footpath, request fix of path to Thriplow, rejuvenise Pepperslade noticeboard; find out who is responsible for Woburn Mews area.
Thriplow:- Phone box & village sign need repainting; Smithy will need attention before next winter; raised manhole cover outside Avonmore, Lower St.; monitor condition of post on the green and raise ground around drain cover; fix Sheralds Croft Lane sign; Church St. bus shelter needs to be brought up to standard.
- Cllr Easthope raised the matter of a rusted manhole cover on the grass beside the shop. He reported this on 6 October and on 30 Oct. received a reply stating that the work had been ordered and should be carried out within the next 12 weeks. Nothing has been done. Cllr Schneider said he would follow this up and asked DE to forward the details to him. DS/DE
- b) Verge damage outside 3 Pepperslade
Cllr Schneider said that he has two tree trunks that he could put on the verge rather than bollards. This was agreed and DS was thanked. DS
- c) Environmental Issues
Cllr Easthope declared an interest and left the meeting for the next item.
- i) Crisp Factory – District Cllr Williams said that he had been in touch with the Environment Agency. They have visited the site 4 times. The film on the pond is still residue from last Autumn but they feel it would do more harm than good to clear it and the best option is to wait for it to clear naturally. The EA are satisfied that the company have done enough. Wash-off from machinery was going into the ditch but new machinery is now operating to prevent this.
Cllr Williams had raised the point of constant water flow and the EA said that they would write to the factory owners and ask for a full survey of all the activities being carried out and why water is flowing. Due to Covid the EA are only carrying out emergency visits at present. Water tests were carried out earlier which contained vegetable fat. Cllr Richman thought the problem was getting worse again. Cllr Gough said that there was sometimes a very bad smell which travelled as far as Thriplow village. Dist Cllr Williams said that bad odours were a matter for Environmental Health and asked that councillors put any complainants in touch with him. All
Cllr Richman said that cars were parking on the bridleway when they should be parking on site. Cllr Gough thought that the parish council had no control over this.
- ii) Duxford Business Park Air Conditioning - Cllr Easthope rejoined the meeting
Dist. Cllr Williams said that Environmental Health were due to install a fan monitor this week. At this point the chairman closed the meeting to allow Rowan Pashley to speak.
RP said that the fan monitor was due to be installed on Wednesday 10th. He also wanted to know about the planning permissions. Dist Cllr Williams said that he had asked Environmental Health to check out the planning permissions and he will follow this up. RW
The Parish Council meeting was reopened.

6. Parish Recreation Grounds

a) Village & Heathfield maintenance; Ringstone car parking repairs.

It was agreed that all maintenance had been covered in the comprehensive Health & Safety report. Ringstone car parking had been thoroughly discussed at the Extraordinary PC meeting on Monday 1st March. Concern was expressed that the PC might spend a lot of money to benefit just a few. Cllr Richman reported that cars are now parallel parking beside the green and there don't appear to be any issues. Since the meeting a week ago it has been brought to councillors' attention that although walkers would tend to cut diagonally across the grassed area the designated public footpath actually runs on the grass alongside the road. Vehicles should not be parked blocking this footpath. County Cllr. McDonald suggested that the PC should start by re-seeding with simple notices such as 're-seeded ground, please keep off'. The installation of bollards could be decided later but hopefully these won't prove necessary. He will be speaking to the Rights of Way officer tomorrow but the signs could also say that this is a right of way. He asked whether the PC would like him to ask the county council if they would be prepared to put down a simple path. This was agreed. PMcD
He suggested that the parish council should take back control slowly.
It was agreed that access for children should not be blocked by parked cars and that access must be available for the grass cutters
Dist. Cllr. Williams felt that it would be virtually impossible to gain planning permission for car parking on the green.
Cllr Brogan said that the right of way has changed the options. He and Cllr Gough will prepare a draft message to residents for councillors approval. PMcD suggested including in the explanation that the parish council do not have the power to create parking spaces here. MB/JG
It was agreed that the ground should be levelled and reseeded with notices put far enough back to allow car doors to be opened. Cllr Smith will ask Hardys to give a quotation for the work. TS

b) Footpaths – nothing further to report

7. Tree Planting and P O S maintenance

a) Tree work applications:

20/2376/TTCA	14 Middle St.	Reduce sycamores to 1.5m	No objections
20/2497/TTCA	2 Church St.	Removal of self seeded sycamore	" "
21/0122/TTCA	7 Middle St	Multiple sycamore removals from field	2 objections noted
21/0150/TTCA	38 School Lane	Remove 1 ash & 2 willow	No objections
21/0187/TTCA	Corner Cottage, Lower St.	3 x pollard & fell 1 sycamore	" "

Cllr Gough stated her concern that the parish council has a tree warden who objected to an application and asked whether it is worth having a tree warden when his comments are either ignored or not seen by others.

It was agreed that it is important to have a tree warden and that in future tree applications should be sent to the tree warden first. After he has commented the applications, together with the tree wardens' comments, should be sent to councillors for their comments. Clerk/All

b) Tree works required – Nothing to report

c) Tree protection orders – none advised

8. Planning Matters

a) Responses to Applications

S/2896/19 IWM – hotel to be built on footprint 1 objection received

b) Decisions received None

c) Planning appeals – None notified

d) Neighbourhood Plan Cllr Easthope gave the following report:-

Various chapters of the plan have been drafted and members of the group are in the process of checking for errors/amendments, etc. Maps to accompany different parts of the plan are currently being prepared and when everything has been checked and amended where necessary the plan will be put together as a complete document for consultation.

e) Other planning matters; - Cllr McDonald reported that the Holiday Inn, Whittlesford, had objected to the proposed hotel at the IWM

At this point (9.15pm) Dist. Cllr Williams announced that he had some 20 people requesting admission to the meeting. Names were not recognised and it was agreed that the requests were not genuine and they were not admitted.

9. Financial Matters

The clerk had sent a report prior to the meeting, summarised as follows:-

All invoices received have been accounted for. Cheques will be sent out in correct date order following approval.

CAPALC membership is for the next financial year and is due on 1/4/21

Income & expenditure spreadsheets required for AGAR are almost complete. Clerk will endeavour to get books made up before she leaves, including anything further that comes in before 31/3.

Transfer of funds from Building Society to bank current account in respect of Ringstone & Hurdles Way grass cutting need to be made for the 19/20 season. Recharge for 20/21 has been calculated.

VAT spreadsheet has been completed and return will be submitted before end of March.

March payroll has been calculated to 31/3. Clerk will issue a P45 for herself for 31/3.

The clerk had also circulated to councillors a sheet detailing the current financial situation.

- a) Authority was given to pay the following:

	Net	VAT	Total
Royston Transport - donation	100.00		100.00
BWP Creative Ltd (website admin)	180.00	36.00	216.00
Parish clerk expenses	11.42		11.42
Parish clerk monthly salary Feb	684.70		684.70
HMRC Parish clerk Feb	200.54		200.54
Opus Energy Lighting Jan	18.01	7.34	155.35
British Gas <i>The Smithy</i> electricity Jan	19.69	0.98	20.67
K Brogan exp.	6.60		6.60
Ryecroft Data	560.00		560.00
British Gas	19.06	0.95	20.01
	1930.02	45.27	1975.29

Authority was also given to pay the following before the May PC meeting:

	Net	VAT	Total
Final parish clerk salary 14/2 - 31/3	1258.23		1258.23
Final HMRC Parish clerk 14/2 – 31/3	586.72		586.72
Parish clerk expenses (stamps)	7.92		7.92
C. Deed – 6 months charge	150.00		150.00
HRA street lighting 2020	843.36	42.16	885.52
HRA street lighting 1 st qtr 2021	21.99	10.60	222.59
CAPALC affiliation membership (April)	451.38		451.38
Cambridge ACRE (N P)	2600.00	520.00	3120.00
Lewis Tree Surgery	600.00		600.00
	6709.60	572.76	7282.36

- b) Credits Received

FCC communities £271.44

HRA grass cutting £1280.00

Cambridge B/S annual interests £84.43 & £2.59

NS & I annual interest £24.49

- c) Section 106 monies

Monies on deposit with Cambridge BS and Saffron BS – interest added

- d) Heathfield reimbursement for electric charges - All invoices received and 2 cheques raised as noted above. Jan-Dec 2020 and first qtr. 2021

- e) Precept 2121 – 2022

The precept request for £22648.00 has been acknowledged by the District Council. This will give a Band D equivalent for 2021/22 of £45.46 - an increase of £5.19 (12.90%) from the previous year.

County Cllr McDonald left the meeting at 9.30 pm

- f) Other financial matters - Letter from The Four Church Benefice, St. George's Church, Thriplow Cllr Jackson (as a member of the PCC) left the meeting for discussion of this point. A letter has been received from the Church stating that their costs to date for the planned extension to the graveyard amount to just under £9000, with further legal, fencing, access provision, etc. costs to come. They request a donation of £5000 from the parish council towards these further works. The request is made on the basis that if the PCC had not taken this opportunity to provide further graveyard space the responsibility of providing adequate burial space would, in the not-too-distant future, fall on the parish council.

Cllr Easthope pointed out that the parish council had agreed to make the planning application on behalf of the PCC but they had declined this offer which would have saved them £462. The parish council have also precepted £450 towards a required ecological study of the proposed area. There is controversy over whether parish councils can give money to churches as different government acts appear to contradict each other.

It was agreed that Cllr Brogan will forward a copy of the letter to CAPALC asking for their advice. In the meantime Cllr Easthope will draft a reply to the Church explaining the situation and will send it to MB for approval.

MB

DE

Cllr Jackson rejoined the meeting.

10. **Community Governance Review recommendations and implementation**

The Parish Council name will officially change from April 2021 to Thriplow and Heathfield Parish Council.

At the next elections in 2022 the ratio of councillors will change. 5 councillors will be elected from the village ward and 4 from Heathfield ward.

11. **Reports**

- a) Neighbourhood Forum
Cllr Gough had nothing to report. There had been no meetings and the IWM will not be reopening until May.
- b) Village Hall Management Committee
Cllr Gough said that regular maintenance and cleaning had been carried out but the hall will remain closed until government regulations allow it to reopen.
- c) Police & Neighbourhood Watch - Cllr Gough had nothing to report
- d) District Council Information The following report had been circulated by Cllr Williams:-

Local Plan

The District Council contacted Parish Councils in January to offer the opportunity to comment on sites put forward in the call for sites by 1st March 2021. Parishes were able comment on individual sites under a number of different headings covering transport, environmental and historical considerations, utilities, impact on area, utilities etc. The Local Plan team will consider submissions along with other evidence over the summer. A shortlist of preferred sites is expected to be published later this year and will be subject to a full public consultation.

Doubling Nature Strategy.

The Council has approved a new 'doubling nature' strategy. The strategy, which is high level rather than site specific, aims to increase wildlife-rich habitats, the tree canopy and improve access to green spaces across the district. Key objectives for the strategy are:

- Giving nature space and help to reverse declines in habitat and species;
- Providing more areas for people to enjoy nature and benefit their health & wellbeing;
- Improving the quality of air;
- Helping to manage water for nature;
- Creating more resilience to climate change;
- Boosting the economy of the district.

Budget 2021/22

The South Cambs Budget for 2021/22 was adopted by Council on 23rd February 2021. The headline objectives of the budget are to continue to support residents and businesses through the pandemic and to invest in digital services to improve 'customer service'. The council tax rise for the District portion of the total bill will be £50 per year for a Band D property.

Waterbeach New Town & Bourn Airfield.

As you may have read in the press, the District Council has granted outline planning permission for the second half of Waterbeach New Town. Outline permission for 11,000 new homes has been granted between the two parts of the development which notably exceeds the 8,000-9,000 homes envisaged in the 2018 Local Plan. The proposed average density of the new settlement, at 45 homes per hectare (hph), also exceeds the Local Plan guide of 40 hph. In some parts of the new settlement outline permission has been granted for a density of 100 hph. The District Council's approval of the application came despite objections from the local Parish Council and the County Council transport team.

On 19th February the Planning Committee granted outline planning permission for 3,500 homes at Bourn Airfield. Approval was granted after another close 6-5 vote. Concerns around the proposal related principally to transport and the absence of an agreed high quality public transport link from the site to Cambridge, but some concern was expressed about the scale of some of the proposed development.

Affordable Homes and Homes for Rent Consultation.

South Cambs and Cambridge City are inviting residents to share their views on three new policies concerning affordable homes and homes built for rent.

The new policies will cover:

1. Where on a new development new affordable homes (such as rental social housing and shared ownership homes) should be situated. The policy will cover the size of affordable homes clusters; how to ensure different sizes of homes are mixed together (where appropriate); and making sure affordable housing is well mixed with market housing.
2. How the councils set rent levels for social housing to ensure that they are as affordable as possible to applicants on the councils' housing registers.
3. The development of homes built specifically to be rented out i.e. Build to Rent, looking at what the councils expect in terms of issues such as size and layout; quality of design and management; and how schemes should contribute to providing affordable housing.

The policies will form part of the Greater Cambridge Housing Strategy 2019-2023, and are primarily aimed at new housing developments across both Cambridge and South Cambridgeshire. The policies will also inform the development of the Local Plan.

The consultation is open until 23 March 2021 and can be found here (with supporting documents):

<https://www.scambs.gov.uk/Housingpoliciesconsultation2021>

Update from Environment Agency.

I spoke to the Environment Agency in February to follow up their investigations around Manor Farm Barns. I will provide an oral update to the Council on this matter. (see item 5.c.i of these minutes)

Cllr Richard Williams

Cllr.williamsR@scambs.gov.uk

Cllr Brogan said that he and Cllr Williams had attended a course on Gypsy & Roma where it was advised that parish councils should have a plan in place that could be put into action if travellers pitched in the parish. The recommendation was that one person is nominated to make first contact with the travellers.

The land to the west of Vetspeed was mentioned which did have a restriction order on it a few years ago.

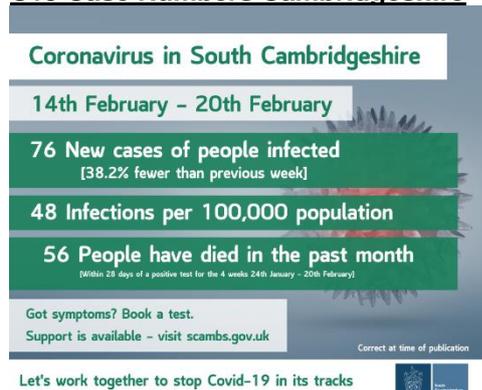
Cllr Williams said he would speak to Peter Topping to ask him what he knows about this site.

Cllr Schneider thinks that the land has recently been put up for sale.

RW

e) County Council Information - The following report had been circulated by Cllr McDonald:-

C19 Case Numbers Cambridgeshire



Vaccination

You can see the daily data here:

<https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-vaccinations/>

Rapid Covid-19 home testing kits for households with children

Households with school-age children can now test themselves twice a week from home using rapid Covid-19 home testing kits.

With up to one in three individuals with coronavirus showing no symptoms, it means some can potentially spread Covid-19 without knowing it. Regular testing of people who are unable to stay at home and don't have symptoms means that people with Covid-19 can be detected early and can self-isolate.

As children and young people return to the classroom, we need to be sure that potential Covid-19 cases are found as quickly as possible and that measures are put in place to prevent them from spreading throughout the school community. Although cases are declining generally, we all need to continue to play our part to keep the virus under control and ensure children and young people can remain in education.

Rapid Covid-19 home testing kits will be available for asymptomatic:

- adults living in households with primary and secondary-age pupils, including their childcare and support bubbles;
- school staff and adults working in the wider school community, including bus drivers and after school club leaders, as well as members of their households.

Testing is for adults only. Secondary school and college pupils will also undertake regular testing which will be provided via their school or college. Primary school pupils are not being offered rapid testing at this time but parents and carers should access a PCR Covid-19 lab test for them via the national booking system if they develop symptoms.

- [Find out where you can collect home test kits](#)

- If you are unable to collect, you can [order online to be delivered to your home](#) Or by calling [119](#)

LGBT Adopters & Foster Carers

Cambridgeshire County Council is supporting this year's annual LGBT+ (Lesbian, Gay, Bisexual and Transgender) Adoption and Fostering Week (1-7th March) to help raise awareness about the need for more adopters and foster carers throughout the county.

The campaign 'Build Your Family' encourages LGBT+ potential adopters and foster carers to consider expanding their family and sharing their life with a child or young person, either permanently through adoption or more short-term through fostering. The campaign seeks to tackle some common misconceptions surrounding the process, and raise awareness among people who identify as LGBT+ of the adoption and fostering parenting routes that are open to them.

There are around 745 children and young people in Cambridgeshire who need foster carers and the greatest need is for teenagers and brothers and sisters.

LGBT+ Adoption & Fostering week is organised by New Family Social, a charity that supports LGBT+ Adopters and Foster Carers across the UK.

If you are interested in fostering and want to find out more: call 0800 052 0078, email fostering@cambridgeshire.gov.uk or visit www.cambridgeshire.gov.uk/fostering.

If you feel adoption is better suited to you then please call 0300 123 1093.

Laptop Campaign

There is County-wide schools laptop campaign. A campaign to help disadvantaged children across Cambridgeshire and Peterborough to get internet and laptop access is gathering pace, with the first batch of equipment being delivered to schools this week.

Cambridgeshire County Council and Peterborough City Council launched the 'Laptops for Children' campaign earlier this month in partnership with the Youth Panel, Cambridge Digital Direct, Cambridge 2030 and the Cambridge Culture Foundation, aimed at purchasing laptops and 4G routers for vulnerable young people.

Around 8,000 children in the region do not have use of a computer or broadband, meaning they cannot access lessons and online resources, putting them at risk of falling behind with their studies.

Just over two weeks after launching the campaign, an impressive £567,845 has already been raised thanks to support from businesses and individuals, as well as funding from both authorities. A first batch of over 1,000 laptops and 460 routers have been purchased and will be distributed to schools from this week.

A total of 352 laptops have also been donated to drop-in centres and libraries across Cambridgeshire and Peterborough. These will be checked and updated before being distributed to schools.

The campaign will continue to secure sufficient funding so that every young person in Cambridgeshire and Peterborough has the necessary equipment to continue learning. Both councils are writing to businesses and Chambers of Commerce this week to drum up further support.

For more information on the campaign and to make a donation visit [our GoFundMe page](#).

Meanwhile locally I have secured 15 machines from the Genome Campus which have so far gone to Thriplow and Whittlesford schools. A few machines still remain.

Thakeham

We are holding a Parish Call on March 2nd to update on progress and next steps for the action group. Two key things happened in February:

1. MHCLG published a bid of £50k for stakeholder engagement for “ up to 4 new developments” along EWR.
2. The Government published the draft OxCam Arc document talking about ‘ opportunity areas’ for housing development across the Arc.

Updates as usual here: www.swcag.org.uk

Resignation of County Council Deputy Leader

As a result of an investigation into the tenancy awarded in 2017 and investment of £185k of funds from the County to this farm, the Deputy Leader of the County Council Cllr Hickford has resigned and left his farm. This is the statement from the Leader:

“On Tuesday February 23rd I received a long and complex report which was the culmination of the Manor Farm Audit. The subject of the report largely concerns the Deputy Leader Cllr Roger Hickford’s occupancy of Manor Farm, Girton as a tenant of Cambridgeshire County Council’s Farms Estate.

The contents of the report are confidential at present, for legal reasons in order for the Audit and Accounts committee to fully consider and discuss the matter. But having read the report I had two meetings with Cllr. Hickford to consider implications for the Council, outside of the remit of the committee.

Subsequent to those meetings Cllr Hickford has asked me to accept his resignation as my Deputy leader and as a member of the Council with immediate effect.

I have accepted his resignation and confirmed this to Chief Executive Gillian Beasley.

I have also thanked Cllr Hickford for his years of service in his role as a Councillor and the support he has given me over the years as my deputy leader.”

A report into the granting of the tenancy and subsequent actions will be reviewed at the March 5th Audit & Accounts Committee. The timetable is here:

<https://www.cambridgeshire.gov.uk/news/manor-farm-audit-to-be-considered-by-audit-and-accounts-committee>

Peter McDonald
March 6th 2021.

12. Correspondence and Information received - See next sheet (P. 917)

13. Date of the Next Meeting
Monday 10th May 2021

The chairman thanked Pat for standing in at short notice to take the minutes. He was sorry that the clerk has tendered her resignation but thanked her for the excellent work she had done. A notice advertising for a new clerk has been posted. It was suggested that the heading of the notice needs to be more eye-catching so that it stands out from all the other papers in the noticeboards. MB will look into this. MB

Cllr Gough said that until a new clerk is appointed Pat Easthope had offered to help Cllrs with the end of year accounts and finances and also with minute taking – all on a voluntary basis. Cllr Gough would deal with all incoming e-mails & correspondence, circulating all necessary information. She also stressed that in the meantime all councillors should do their best to help the parish council run as smoothly as possible. All

There being no further business, the chairman thanked everyone for attending and closed the meeting at 10.00 p.m.

Signed
Chairman

Date

Correspondence received direct to parish clerk or via website 4/1/21 to 2/3/21						
SENDER	No.	Corres. & Email	SUBJECTS	For Info & circulation	Action by PC	Action by Cllrs
Lloyds bank	4	C	Statements		✓	
British Gas	2	C	Invoices		✓	✓
Connections	1	C	Open bus project	✓	✓	
Opus Energy	2	C	Invoices		✓	✓
St Georges church	1	C	Request for funds	✓	✓	✓
SCDC	40	E	Bulletins and update. Precept CRG	✓	✓	
CCC	1	E	County planning	✓	✓	
Greater Cambs shared plans	15	E	updates, Thackham home zoom, committee notes	✓	✓	
Cllr McDonald	17	E	3 way junction Thriplow, reports, Thakeham	✓	✓	
Cllr Williams	16	E	Crisp factory, noisy air con, Pepperslade verge damage	✓	✓	
Local residents	85	E	parking Ringstone Green. Air con Duxford Business prk	✓	✓	✓
Bulletins/news updates	1	E	Highways England notifications	✓	✓	
James Lungley	1	E	Email issues		✓	
Cambridge Acre	7	E	networking events Neighbourhood plan. Renew membership	✓	✓	
Nar Assn of local councils	1	E	open letter	✓	✓	
British Gas	1	E	Invoice reminder	✓	✓	
FATN news	2	E	Submission		✓	
IMHC	4	E	Highways events , bulletins	✓	✓	
HRA	4	E	Invoices and payment grass cutting confirmations		✓	
ERTA	2	E	Voluntary transport. Nedford locsl development	✓	✓	
CAS	2	E	Ringstone Green		✓	
Stronnach construction	1	E	Invoice		✓	
Ryecoft Data	6	E	parish leaflet		✓	
Opus Energy		E	Apology		✓	
Alchemie Tech	1	E	Re Duxford Business Park noisy air con	✓	✓	
St Georges	3	E	Report	✓	✓	
Carol Deed	14	E	website updates		✓	
FCC Communities WREN	1	E	Confirmation refund on grant	✓	✓	
Foxton PC	2	E	Local plan	✓	✓	
Waterbeach	1	E	Neighbourhood plan	✓	✓	
Utility Aid	2	E	Letter of Authority update	✓	✓	
RoSPA	2	E	Update on TPC details	✓	✓	
Teffont Business systems	1	E	Estaimate to repair TPC printer	✓	✓	
British Gas	3	E	Chasing payment & confirmation of payment, COVID		✓	
Cambs & Peterboro	1	E	Media toolkit	✓	✓	
Duxford Chatterbox	2	E	Submisson		✓	
CAPALC	1	E	new parish clerk catch up. Didn't attend due to Ringstone	✓	✓	
Charities Commission	8	E	contact details confirmation. Return confirmation		✓	
Junk	95	E			✓	
353						